

## UNITED STATES DEPARTMENT OF COMMERCE Patent and Trademark Office ASSISTANT SECRETARY AND COMMISSIONER OF PATENTS AND TRADEMARKS Washington, D.C. 20231

2172

**MEMORANDUM FOR:** 

SAE, Tech Center 2100

FROM:

Frank Lebron

Receipt Accounting Division

RECEIVED

MAR 2 4 2003

DATE:

03/19/03

**Technology Center 2100** 

SUBJECT:

**Unpaid Check Listing** 

Attached is a photocopy of a check which was returned "Unpaid" to the Office of Finance on the above date. Referring to PALM, it was determined that your area was to be notified about the check that was returned.

A copy of the RAM screen printout for the returned check is attached to this memo. Please place this memo in the application file to show the fees that were backed out of the financial system.

Please review the file to determine if any charge authorization request letters giving the Office authorization to charge any additional fees to an applicant's deposit account are present. An additional \$50.00 processing fee will be charged for any unpaid check.

If a charge authorization is not present in the file, please take the appropriate action in notifying the applicant of the status of the application. For any further information, please feel free to contact me on (703) 305-4231.

	Fee			
File Serial No.	<u>Code</u>	Check No.	Date of Check	Amount of Check
09/557252	2401	1003	02/18/03	\$160.00



Name/Number: 09557252

7252 Total Records Found: 3

Start Date: Any Date

End Date: Any Date

Accounting Date	Sequence Num.	Tran Type	Fee Code	Fee Amount Mailroom Date	Payment Method
05/04/2000	00000019	<u>1</u>	<u>201</u>	\$345.00 04/24/2000	CK
02/27/2003	00000133	<u>1</u>	<u>2401</u>	\$160.00 02/24/2003	CK
03/19/2003	00000016	<u>7</u>	<u>2401</u>	-\$160.00 02/24/2003	OP

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